

Minutes of the Finance Committee

Wednesday, December 7, 2005

Chair Haukohl called the meeting to order at 8:49 a.m.

Present: Supervisors Pat Haukohl (Chair), Bonnie Morris, Joe Marchese, Don Broesch, and Jim Behrend. Genia Bruce arrived at 8:52 a.m. Morris left the meeting at 11:57 a.m. **Absent:** Ken Herro.

Also Present: Legislative Policy Advisor Mark Mader, Legislative Policy Advisor Dave Krahn, Chief of Staff Lee Esler, Senior Financial Analyst Andy Thelke, Budget Manager Keith Swartz, Budget Specialist Linda Witkowski, Jail Administrator Mike Giese, Sheriff's Business Manager Tom Koth, Deputy Inspector Steve Marks, UW-Extension Director Marcia Jante, Senior Financial Analyst Clara Daniels, Administrative Services Manager Russ Kutz, Health & Human Services Director Peter Schuler, Community Development Coordinator Glen Lewinski, Corporation Counsel Tom Farley, Labor Relations Manager Jim Richter, Employment Services Manager Sue Zastrow, Collections & Business Services Manager Sean Sander, Parks Systems Manager Jim Kavemeier, Medical Examiner Lynda Biedrzycki, Budget Manager Betsy Crosswaite, and Public Works Director Rich Bolte. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 11-16-05

MOTION: Marchese moved, second by Broesch to approve the minutes of November 16th. Morris advised of a correction on page 3. Motion carried 5-0 as corrected.

Bruce arrived at 8:52 a.m.

State Legislative Update

Krahn distributed copies of his most recent State Legislation chart which he highlighted.

3rd Quarter Status Report on Special Revenue Funds

Swartz, Witkowski, and Thelke discussed their report entitled "9 Months – 2005 Budget Monitoring Summary Report – Special Revenue Fund Operations" as outlined. For nine months, actual operating expenditures, excluding CDBG activity, were at \$64.6 million or 64.5% of the total special revenue fund modified expenditure budget versus expenditures for the same period in 2004 which were at \$61.5 million or 67.0% of total 2004 expenditures. Operating revenues received to date in 2005 were \$50.8 million or 65.5% of the modified revenue budget. This compares to revenues of \$48.1 million or 69.3% for the first nine months of 2004.

Schedule Next Meeting Dates

The December 21st Finance Committee was rescheduled to January 4th.

Ordinance 160-O-088: Modify Sheriff Department 2005 Expenditure Budget By Transferring Operating Expenditure Authority To Fixed Assets For An Additional Secured Holding Cell At The Huber Facility

Marks said Sheriff's Department staff have identified the need for an additional secure holding cell at the Huber Facility, the cost being \$27,000. This is something the Sheriff has wanted for the last few years but hasn't been able to because of budget constraints. Koth advised that costs for hardware and software included in the jail expansion project came in either lower or at no cost after staff came up with creative solutions after the budget was adopted.

MOTION: Behrend moved, second by Bruce to approve ordinance 160-O-088. Motion carried 6-0.

Fund Transfer 2005-005-1: Sheriff's Department – Transfer Funds from Personnel Expenses and Operating Expenses to Interdepartmental Charges

Sheriff's staff explained this fund transfer which involves transferring \$147,316. A correction in the 2005 Vehicle Replacement Plan was identified in early 2005 that undercharged the department \$122,316. In addition to the undercharge, higher than anticipated gasoline expenses requires an additional \$25,000. Significant savings were realized in employee health insurance premium costs due to higher than budgeted vacation and turnover and lower than budgeted selection of single insurance plans versus family plans. Operations savings were from reduced training and travel, reduced outside printing costs, and lower than budgeted inmate uniforms and linens, towels, supplies, and jail expansion contract service costs.

MOTION: Marchese moved, second by Broesch to approve fund transfer 2005-005-1, Sheriff's Department. Motion carried 6-0.

Fund Transfer 2005-005-2: Sheriff's Department – Transfer Funds from Operating Expenses to Fixed Assets

Sheriff's staff explained this fund transfer which involves transferring \$62,093. Koth said additional phones will be needed for the new jail and due to miscommunications they were not appropriated for. Funds are available as anticipated relocation of inmates out of County during construction modifications were not required, reducing jail contract service expenditures.

MOTION: Morris moved, second by Behrend to approve fund transfer 2005-005-2, Sheriff's Department. Motion carried 6-0.

Fund Transfer 2005-120000-1: UW-Extension – Transfer Funds from Interdepartmental Expenses to Personnel Expenses

Jante discussed this request to transfer \$1,300 for personnel costs which are estimated to be slightly higher than budgeted. Variable telephone costs are available to cover the overage.

MOTION: Behrend moved, second by Broesch to approve fund transfer 2005-120000-1, UW-Extension. Motion carried 6-0.

Fund Transfer 2005-360-2: Health & Human Services – Transfer Funds from Personnel Expenses and Operating Expenses (Long Term Care) to Personnel Expenses, Operating Expenses, and Interdepartmental Charges (Mental Health Center)

Kutz and Schuler were present to discuss this fund transfer which involves transferring a total of \$249,100 for the following areas estimated to be over budget: personnel expenses of \$204,100, operating expenses of \$40,000, and \$5,000 in interdepartmental. The following fund transfer makes up the remainder of the Mental Health Center appropriation needed within the personnel appropriation. The personnel cost expenditure deficit is created due to the addition of 1.75 FTE Psychiatric Technicians, necessary because of new state mandates. Temporary extra help was also necessary to cover a Psychiatric Technician out due to a Worker's Compensation claim, to provide nursing backup and support during the night shift, and because of higher than estimated employee sick leave and vacation usage. Operating expenses are expected to be over budget due to increases in the food service contract and the addition of a food service manager, and for coverage for the Chief Psychiatrist who was out on medical leave. Interdepartmental expenses are anticipated to be over budget due to the Center having to incur higher than normal Sheriff overtime costs for transporting clients. The Personnel budget for the Long Term Care Division is anticipated to be under budget due to turnover savings. The Operating budget in the Long Term Care Division is also expected to be under budget due to savings in the CIP 1B program.

MOTION: Broesch moved, second by Behrend to approve fund transfer 2005-360-2, Health & Human Services. Motion carried 6-0.

Fund Transfer 2005-360-3: Health & Human Services – Transfer Funds from Personnel Expenses (HHS) to Personnel Expenses (Mental Health Center)

This fund transfer totaling \$89,600 covers the remainder of the Personnel costs addressed in the above fund transfer. The Personnel budget for the Human Services Fund is anticipated to be under budget due to the department holding a number of positions open to achieve position vacancy savings. Schuler noted with anticipated cuts in future budgets, this will more than likely be done again. Swartz said this is primarily due to the State continuing to decrease County funding.

MOTION: Morris moved, second by Broesch to approve fund transfer 2005-360-3, Health & Human Services. Motion carried 6-0.

Fund Transfer 2005-100-1: Community Development – Transfer Funds from Operating Expenses to Interdepartmental Expenses

Lewinski discussed this fund transfer which involves transferring a total of \$4,000 as year-end Interdepartmental Charges are estimated to be over budget as the department under budgeted administration expenses for office rental, telephone variable charges, cell phone variable charges, and copy charges. Administration is available in the department's 2005 Operating Expenses budget appropriation to cover the expenditure authority needed for interdepartmental charges.

MOTION: Broesch moved, second by Behrend to approve fund transfer 2005-100-1, Community Development. Motion carried 6-0.

Fund Transfer 2005-140-1: Child Support – Transfer Funds from Operating Expenses and Interdepartmental Expenses to Personnel Expenses

Farley was present to discuss this fund transfer which involves transferring \$10,000 to cover personnel expenses projected to exceed budget mainly due to increased health insurance costs as some staff transferred from single to family coverage. Operating expenditures are estimated to be below budget in the area of office equipment and office supply accounts and Interdepartmental charges are below budget for imaging charges.

MOTION: Morris moved, second by Bruce to approve fund transfer 2005-140-1, Child Support. Motion carried 6-0.

Ordinance 160-O-090: Ratification Of 2005 – 2006 – 2007 Teamsters Local 200 Highway And Central Fleet Maintenance Employee Collective Bargaining Agreement

Richter said this is the last of the labor contracts to be settled for this cycle. This agreement is identical to those recently adopted by the County Board for the parks employees, Public Health nurses, and social workers. It allows for the same changes and modifications to the health insurance plans affecting deductibles, co-insurance, office co-pays, and drug co-pays and tiers. Richter discussed these changes as outlined as well as sick leave incentives and a \$100 increase in the County's contribution to employees' Post Employment Health Plan. The following across-the-board pay increases also apply: 2% on 1-8-05, 1% on 6-25-05, 3% on 1-7-06, 2% on 3-31-07, and 2% on 9-29-07.

MOTION: Behrend moved, second by Broesch to approve ordinance 160-O-090. Motion carried 6-0.

Morris left the meeting due to a conflict of interest with ordinance 160-O-091.

Ordinance 160-O-091: Approve Changes For Non-Represented Employees' Salary And Benefits In 2006

Richter said this ordinance affects the non-represented employees and seasonal employees. Richter explained the proposed changes for the non-represented employees. The Point of Service health insurance plan will be changed whereby increasing the out-of-network deductible, increasing the co-insurance payments, increasing the out-of-pocket maximums, etc. This is consistent with what has been approved for the bargaining units. This still results in a savings for the employees but it will result in even more savings for the County. Also proposed is a limitation on the vacation carryover. A maximum

of 40 hours can be carried over into the next year with no exceptions. This will take effect in 2007. Also proposed is a 2% across-the-board increase in January and a 1% increase in July. These increases are consistent with the agreements adopted by the County Board for the deputy sheriff employees and the Accord employees.

Zastrow explained the changes for the seasonal employees. They include a 2.5% across-the-board increase to remain competitive and be able to fill positions. For consistency purposes, it's proposed that the first two steps of the Clubhouse Helper pay range be equivalent to the first two steps of the park attendants, concessionaire, etc. Staff are proposing that the five step range for the skate guards at the ice arenas be changed to a three step range and making the first three steps equivalent to the first three steps of the park attendants, concessionaires, etc., also for consistency.

MOTION: Behrend moved, second by Bruce to approve ordinance 160-O-091. Motion carried 5-0.

Morris returned.

3rd Quarter Status Report on Collections

Sander discussed this issue as outlined in his report entitled "Collections Division Delinquent Collection / Referral Analysis: 2005 Nine Month Report." Total nine-month collections increased 3.2% from 2004 and 7.9% from 2003. A total of \$2,145,275 was collected by the end of the 3rd quarter, of which \$1,535,254 will be retained by the County. Tax intercept collections totaled \$791,049 through 9/30/05 versus \$801,443 through 9/30/04. A total of 3,261 tax intercept payments were received on accounts in 2005, compared to 3,378 received in 2004. New revenue sources identified / implemented by Collections have generated \$853,662 of additional revenues for the County in the first nine months of 2005. Jail booking fee collections were initiated for the Sheriff's Department in 2005. The Collections Division also serves 19 municipal entities.

Ordinance 160-O-086: Approve Porter Property Acquisition

Kavemeier discussed this ordinance as outlined which involves purchasing a 40.99 acre parcel for parkland and / or open space development in the Town of Vernon for a total cost not to exceed \$280,000. An additional \$5,013 is estimated for costs associated with the acquisition for a total of \$285,013. He noted this is part of the Fox River Greenway Plan. Two appraisals were done and both came in at \$280,000. The price per acre is \$6,830.93. A 1.73 acre portion of the property, a developable residential lot, will be considered excess land when access is available through adjacent Waukesha County land and sold at the discretion of the County Executive and County Board. The County may be able to receive partial state or federal funding toward purchase costs. Following this purchase, the unobligated balance in the Tarmann Fund is estimated to be about \$2.59 million.

MOTION: Broesch moved, second by Morris to approve ordinance 160-O-086 Motion carried 6-0.

Fund Transfer 2005-100000-1: Parks & Land Use – Transfer Funds from Operating Expenses to Personnel Expenses

The committee approved this fund transfer which involves transferring \$30,000 primarily due to overtime expenses associated with the opening of the renovated Retzer facility and certain Expo events. Funds are available from Operating Expenses such as office and lab supplies and outside printing.

MOTION: Broesch moved, second by Morris to approve fund transfer 2005-100000-1, Parks & Land Use. Motion carried 6-0.

Fund Transfer 2005-100000-2: Parks & Land Use – Transfer Funds from Operating Expenses to Interdepartmental Expenses

The committee approved this fund transfer which involves transferring \$30,000 due to a 20% increase in the average cost of gasoline. Funds are available in Operating Expenses such as advertising and legal

notices, tuition and training, and landfill services.

MOTION: Morris moved, second by Bruce to approve fund transfer 2005-100000-2, Parks & Land Use. Motion carried 6-0

Fund Transfer 2005-153-2: Circuit Court Services – Transfer Funds from Personnel Expenses and Operating Expenses to Interdepartmental Expenses

The committee approved this fund transfer which involves transferring \$60,000 to pay for Collections fees and court security use (Sheriff bailiff services), both of which are expected to exceed budget. Funds are available from health insurance savings, a decrease in jury related expenses, and Guardian ad Litem savings.

MOTION: Behrend moved, second by Broesch to approve fund transfer 2005-153-2, Circuit Court Services. Motion carried 6-0.

Fund Transfer 2005-153-3: Circuit Court Services – Transfer Funds from Contingency Fund to Interdepartmental Charges

The committee approved this fund transfer which involves transferring \$80,000 from the Contingency Fund to provide funding for unbudgeted court security expenditures provided by the Sheriff's Department related to the Oswald re-trial. Contingency funds are available for situations that cannot be anticipated or adequately planned for during the budget development and review process.

MOTION: Morris moved, second by Broesch to approve fund transfer 2005-153-3, Circuit Court Services. Motion carried 6-0.

Ordinance 160-O-089: Accept Homeland Security – Exercising Program Funding And Modify The Emergency Preparedness 2005 Budget To Appropriate Grant Expenditures And Revenues

The committee approved this ordinance which involves accepting \$28,156 in grant funds to plan, conduct, and evaluate exercises pursuant to preventing, responding to, and recovering from an act of terrorism.

MOTION: Behrend moved, second by Broesch to approve ordinance 160-O-089. Motion carried 6-0.

Fund Transfer 2005-24-1: Emergency Preparedness – Transfer Funds from Interdepartmental Expenses and Fixed Assets to Operating Expenses

The committee approved this fund transfer which involves transferring \$55,000 to cover unexpected telephone charges associated with the wireless 911 system. Equipment replacement charges are available due to a change in accounting method and Fixed Asset charges are available from lower than budgeted building remodeling costs and software acquisition cost savings.

MOTION: Broesch moved, second by Morris to approve fund transfer 2005-24-1, Emergency Preparedness. Motion carried 6-0.

Fund Transfer 2005-156-1: Medical Examiner – Transfer Funds from Contingency Fund to Personnel Expenses, Operating Expenses, and Interdepartmental Charges

Biedrzycki discussed this fund transfer which involves transferring \$25,000 from the Contingency Fund. She advised their caseload is up 18% and autopsies are up 30% whereby she distributed statistics from 1991 through 2005 including population, total case activity, etc. She said their caseload has been increasing steadily over the last several years but they experienced a particularly huge jump this year. Revenues are expected to cover this although she doesn't have the revenues at this time. Swartz said they will be put in the General Fund balance towards repayment.

MOTION: Behrend moved, second by Marchese to approve fund transfer 2005-156-1, Medical Examiner. Motion carried 6-0.

Fund Transfer 2005-400-1: Public Works – Transfer Funds from Contingency Fund to Interdepartmental Charges

Crosswaite and Bolte discussed this fund transfer which involves transferring \$30,000 from the Contingency Fund to cover an increase in fuel costs.

MOTION: Behrend moved, second by Morris to approve fund transfer 2005-400-1, Public Works. Motion carried 6-0.

Fund Transfer 2005-400-2: Public Works – Transfer Funds from Operating Expenses (Fund 010) to Operating Expenses (Fund 400)

Crosswaite and Bolte discussed this fund transfer which involves transferring \$125,000 to cover an overage in the Transit Services budget. By contract, this program is administered by Waukesha Metro Transit. This is due to a delay in re-negotiating the service contract to reduce the amount of layover time on specific routes. Bolte said they are implementing a procedure with Waukesha Metro to formally process these kinds of requests. Bolte said these are not contracts with Waukesha County – they are contracts between the City of Waukesha and the transit providers. Hopefully discussions of the issues will allow the vendors to do what they're being told to do by City staff.

Bolte said they will write language into the next contract with our administrator to ensure County directives are accomplished. He noted that the process for airing grievances and disputes had not been clearly defined. Therefore, anytime we need service changes, the administrator will be requested to provide a plan that addresses those changes. Bolte said he and his staff will then review and perhaps modify the plan. Once they are comfortable with the plan, it will be referred to the Public Works Committee who may then want to consider feedback from the stakeholders. The committee can either accept the plan or refer it back to his office for changes based on what they heard. Haukohl supported this procedure.

Morris left the meeting at 11:57 a.m.

Marchese said he could not support this and he expressed disappointment with the contractor.

MOTION: Behrend moved, second by Broesch to approve fund transfer 2005-400-2, Public Works. Motion carried 4-1. Marchese voted no.

Ordinance 160-O-087: Appropriate Revenues And Expenditures To The Transportation Fund 2005 Budget

Crosswaite discussed this ordinance which involves appropriating \$30,000 in revenues from the State Department of Transportation as reimbursement. State highway maintenance work directed by the State has required more materials and supplies expenses than what was budgeted for in 2005. This ordinance will increase these account appropriations to \$244,000.

MOTION: Behrend moved, second by Bruce to approve ordinance 160-O-087. Motion carried 5-0.

MOTION: Bruce moved, second by Broesch to adjourn at 12:14 p.m. Motion carried 5-0.

Respectfully submitted,

Bonnie J. Morris
Secretary